

CANDIDATE	INTERVIEWER	DATE	STAGE
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INTERVIEW QUESTIONS · LIAISON

1	What experience do you have working in a similar role?	12345	
2	How would you handle complex interpersonal communications?	12345	
3	What strategies would you use to manage relationships with multiple stakeholders?	12345	
4	Do you have any background in customer service or public relations?	12345	
5	How do you ensure all relevant information is correctly disseminated throughout the organization?	12345	
6	Describe your approach to resolving conflicts between two or more parties.	12345	
7	How have you utilized technology or digital tools to facilitate stakeholder communication and coordination?	12345	
8	Tell us about when your negotiation skills were tested in a Liaison role.	12345	
9	How proficient are your written, oral communication, and presentation skills?	12345	
10	What skills are needed to be successful in the Liaison role?	12345	

OVERALL ASSESSMENT

CRITERIA	SCORE (1-5)	NOTES
Educational Background Appropriate qualifications or training for the position.	12345	
Prior Work Experience Skills or qualifications acquired through past work.	12345	
Qualifications / Experience The technical skills the position actually needs.	12345	
Problem Solving Abilities Demonstrated critical problem-solving.	12345	
Communication Team building and communication skills.	12345	
Organizational Fit Would this hire steer the organization the right way?	12345	
Directional Fit A step forward, or backward, in their career?	12345	

RECOMMENDATION

☐ Advance ☐ Hold ☐ Decline

1 = well below the bar · 3 = meets it · 5 = clearly above it

AvaHR — hiring software for teams without a recruiter
Use the same scorecard for every candidate in this role.